

Chief, Plans & Policy Staff/TR

9 February 1956

Chief, Administrative Branch/TR

Weekly Activity Report #6

I. SIGNIFICANT ITEMS

A. REIMBURSEMENT OF MILITARY PERSONNEL Military Personnel Division has informed Personnel Section that the Secretary of Defense has issued instructions that practically all military personnel detailed to CIA will be reimbursables in FY 1957. OTR has been alerted to reimburse for all but one detailed officer [redacted] with LETS). [redacted] is obtaining additional details to determine whether any appeal is in order. Confirmation of this plan will be required by the Agency Comptroller.

II. OTHER ITEMS

A. DDP LECTURERS In the DDP Division Training Officer's meeting on 3 February the Registrar discussed the possibility of a centralized place to record the names of DDP personnel who lecture in various OTR courses. The C/CSTC/DDP and C/PPS/OTR will discuss the possibility of the Registrar's Office maintaining this record.

B. INSTRUCTOR CANDIDATE PROSPECTS FROM DDP As a result of the review [redacted] files of DDP field employees due to return within the next three months, Personnel Section and Chief, Operations School have earmarked some [redacted] files as being of interest to OTR. Six of these files were of persons known to Chief, Operations School as completely satisfactory and we have signified our intention to accept them as instructors if the individual's concur in such a reassignment. Cables are being processed to the field expressing our interest.

D. DELINQUENT TRAINING ADVANCES The January IBM status of accounts listing from Finance Division has been received by the Processing Section. The list indicates ten persons were delinquent in accounting for Agency funds; actually only three accounts are delinquent as accountings for the others were in process when the report was compiled. Action is being taken to liquidate the three delinquent accounts.

E. MONTEREY ARMY LANGUAGE SCHOOL The individual who will attend the Rumanian language course at Monterey in June has been briefed by the Processing

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H. UNCOMPENSATED OVERTIME REPORT As required in DD/S Notice BFO/TR has compiled a summary report of all uncompensated overtime performed in OTR during January 1956. This represented 748 hours at an estimated savings to the government of \$2,848.28.

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I. OTR FY 1956 Budget - 1957 Budget Estimates At the senior OTR staff meeting 3 February 1956, XO/TR asked that all component chiefs analyze their operational program projections for the balance of FY 1956 to determine the validity of the original FY 1956 budget. FY 1957 estimates, and further as a basis for projected FY 1958 Budget Estimates. BFO/TR will furnish all components a financial status report as of COB 29 February 1956 to assist in this analysis.

J. OTR REVOLVING FUNDS AO/TR and BFO/TR personnel met with the Chief/Finance Division to determine the advisability of changing the scope, use, and amounts of all OTR imprest funds. Recent Finance Division instructions restricted further advances from Agency imprest funds on the justification that they should be processed directly with the Finance Division. After considerable discussion it was agreed that these advances qualified as an exception to the Finance Division instructions. BFO/TR will continue to coordinate recommended changes in the existing imprest funds with the Finance Division to meet operational requirements.

K. INSURANCE & CLAIMS SEMINAR Three members of the Administrative Branch attended the insurance seminar conducted by the Office of Personnel on 1 and 2 February. All aspects of the Agency Insurance program and relevant problems were outlined and discussed. BFO/TR will prepare pertinent information for dissemination to all OTR personnel.



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- (2) Credit Union Services With the cooperation of the Credit Union, BFO/TR is preparing an informational circular of available services and detailed requirements of such services [REDACTED]

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- (3) Briefings The Processing Section conducted [REDACTED] briefings for the following major groups:

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- a. Operations Familiarization Course
- b. The Interrogation Bloc of the Operations Course
- c. Office of Security personnel attending a two day demonstration conducted by [REDACTED] TSS personnel.

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N. RECORDS MANAGEMENT

- (1) The Management Staff has estimated that \$5,000.00 has been saved during 1955 in OTR by maintaining a strict control on the utilization of all types of filing equipment. Requisitions for 21 pieces of equipment were filled from existing equipment through the internal shifting of safes, and the prompt retirement of inactive records to the Agency Record Center, and a close coordination between the Supply & Services Section and ARO/TR.
- (2) Records Retirement - A&E Staff The integration of source material and assessment files by ARO/TR provided for the retirement of 55 cubic feet of records to the Agency Records Center, freeing filling space for accumulation of more current data.

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- (3) Records Retirement - Trainee Files The OTR Records Management Officer and the Registrar agreed that certain student training files will be sent monthly to the Records Center. The Monthly Separation Report from the Office of Personnel will serve as a guide for such determination.

O. SPACE



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- (2) R & S Building Alterations The first floor shop area in Room 1227 was redesigned to permit consolidation of the Visual Aids Section activities on the first floor. Alterations and the move made from the second to the first floor are now completed. The second floor is used part-time as classrooms.
- (3) Curie Hall, Room 295, no longer needed as an OTR storeroom, is now assigned to Office of Personnel.
- (4) OTR Space Loaned to Other Offices Attached is a schedule of OTR space loaned to other Agency components from 1 January 1956. Subsequent changes will be contained in this weekly report.



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Attachment:



Space Report

Where?

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ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT